

AUSTIN PEAY STATE UNIVERSITY – College of Behavioral and Health Sciences
MASTER OF HEALTH ADMINISTRATION
ADVISORY BOARD BY-LAWS

I. Preamble

The APSU Master of Health Administration (MHA) Advisory Board is an external advisory group selected from representative state, regional, and national stakeholders to assure the program's execution and excellence. The MHA Advisory Board does not have legal or fiduciary responsibility for the operation of any programs within the College of Behavioral and Health Sciences nor is it a body that creates or sets policy. The principal objectives of the Advisory Board will be to provide overall guidance and support to MHA program administration for 1) the effective operation of the MHA program and 2) the education of the future leaders of the healthcare industry.

II. Roles

The several roles of the MHA Advisory Board include, but are not limited to:

1. Provide input regarding the competencies graduates of our programs will need to become effective leaders in the healthcare industry.
2. Educate the program administration and faculty on the current and future healthcare environment graduates will be entering to insure the on-going relevance of the programs' core curriculum.
3. Review and approve annual goals of the MHA program for each academic year and monitor their achievement.
4. Provide guidance on the development of new programs and initiatives that are consistent with annual program goals and accreditation requirements.
5. Advise the program on strategies to attract and retain top students.
6. Lead development of resources to support MHA goals, objectives, strategies, and plans.
7. Review and monitor progress in achievement of program CAHME accreditation standards.
8. Participate in CAHME accreditation site visits as appropriate.

III. Membership Criteria

1. General Composition Guidelines

The MHA Advisory Board shall be composited according to the following general guidelines:

- a. The Advisory Board shall consist of a minimum of 8 members and shall not exceed 12 members without executive action of the Board.
- b. To the greatest extent possible, MHA Advisory Board membership is to be representative of the various sectors within the healthcare industry including but not limited to primary and ambulatory care, acute care, post-acute care, corporate healthcare system management, public health, consulting, health insurance, private healthcare industries, and professional healthcare associations.
- c. The membership is to be diverse in terms of gender, ethnicity, professional occupation and clinical background.
- d. Appointments to the board shall be made upon the recommendation of the Advisory Board Chairman and consensus of the Advisory Board members.

- e. The officers of the Advisory Board shall be selected by the Advisory Board and will consist of the Chairman, Vice Chairman and Secretary.
- f. The Board will identify a parliamentarian to assure adherence to established rules of order.

1. Required Advisory Board Positions

In addition to the stated officer positions of the MHA Advisory Board, the following shall be required positions:

- a. The MHA Program Director will be an ex-officio member with vote.
- b. The Chair (or faculty designee) of the Department of Health and Human Performance will be an ex-officio member with vote.
- c. An MHA student shall be an ex-officio member without vote.
- d. If an MHA alumnus is not otherwise represented on the MHA Advisory Board, one shall be an ex-officio member with vote.

IV. Selection and Tenure

The following shall guide selection and tenure of MHA Advisory Board Members:

- 1. Appointments to the board shall be made upon the recommendation of the Advisory Board Chairman. Nominations for new appointees may come from current Advisory Board members, the MHA Program Director, the Health and Human Performance department, or program faculty and staff.
- 2. Recommended Advisory Board members will be reviewed and discussed by the Advisory Board prior to the offer of a membership position.
- 3. Advisory Board members will attempt to fill board vacancies with an individual from the same sector as the member who resigned.
- 4. Advisory Board Members will be appointed for an initial three-year term. Members may serve a second consecutive three-year term for a total of six years. Board members may be reappointed to the Board after three years from when they left the Board.
- 5. Advisory Board members appointment terms will be staggered to allow for continuity of board operations. At the time the Advisory Board is constituted, one half of Board members may elect a two-year term or such shall be identified by random selection.
- 6. Advisory Board members who have terminated their relationship with their institution may continue as a board member until their term expires.

V. Meeting Guidelines

The following shall guide meetings of the MHA Advisory Board:

- 1. Advisory Board meetings will be held at least two, but no more than four times per year. No more than two meetings will be held physically. All other meetings will be hosted virtually (teleconference, videoconference, or otherwise).
- 2. Physical meetings will be held at Austin Peay State University unless otherwise determined.
- 3. A majority of the Advisory Board members must be present, physically and/or virtually, for a quorum.
- 4. Notice of meetings shall be made a minimum of 30 days in advance of a scheduled meeting.
- 5. Inasmuch as attendance and participation at meetings of the Advisory Board is important to the discharge of board members responsibilities, attendance at a minimum of two board meetings per year is expected.

6. The Advisory Board does not have a formal committee structure. At the Chairperson's discretion ad-hoc committees can be formed to address current challenges, special topics or activities important to the MHA program. Potential committee focus areas could include: recruitment, marketing, development, alumni relations, etc. At any time and by motion of any board member (as outlined below), the Advisory Board may revise this guideline and establish formal committees of the board.
7. Minutes of all meetings will be maintained including actions and recommendations made to the MHA Program Director.

VI. Confidentiality and Conflict of Interest

1. Advisory Board Members, being aware of the sensitive nature of the board's discussions, agree to keep board matters confidential.
2. Advisory Board members will support and comply with the policies on conflict of interest as adopted by the West Virginia University and the School of Public Health.

VII. Amendments

1. At any time and by motion of any board member, the Advisory Board may revise this guideline and establish formal committees of the board. A simple majority vote of the membership in quorum shall allow amendments to be finalized.